

Job Posting

Job title

Accreditation Programs Coordinator

Location

Ottawa, Ontario (remote, with occasional in person requirement)

Reports to

Managing Director, Accreditation & Evaluation

Job overview

This position coordinates activities and processes related to CASN's accreditation programs. Responsibilities include supporting schools going through the accreditation review process, supporting and orienting reviewers, promoting accreditation programs and contributing to the evaluation and revision of the accreditation programs.

Responsibilities and Duties

Accreditation Programs Coordination and Promotion (55%)

- Works with the accreditation team to plan and follow established accreditation policies, processes and procedures to ensure the smooth operations of CASN's accreditation programs (baccalaureate, nurse practitioner, internationally educated nurses, practical nursing and international).
- Provides information and support for the schools of nursing (national and international) throughout the entire accreditation review cycle.
- Ensures that schools of nursing undergoing accreditation reviews receive guidance and support according to policy and the needs of the school leadership.
- Reviews school schedules regularly and communicates with the school heads to motivate them to submit an application for accreditation.
- Promotes CASN and its accreditation programs nationally and internationally.

Administrative, Communications and Technical (20%)

- Requests creation of invoices through Financial Coordinator. Tracks and follows up with schools on outstanding invoices.
- Corresponds with accreditation and other CASN parties, responding to requests and inquiries in a timely manner. Corresponds with school heads to find solutions to resolve complex issues and proposes realistic decisions that are compliant with policies.
- Creates, types, formats, proofreads, edits and finalizes communications, such as letters to schools, presentations, templates, web content, briefing notes, etc.
- Ensures that files and data are updated and maintained confidentially.

- Contributes to the incorporation of relevant and current technologies to improve record keeping and reporting processes.

Reviewer and Committee Support (15%)

- Provides support for CASN Accreditation Bureau (CAB) members to ensure that the CAB of each accreditation program is supported and functions effectively in compliance with accreditation program policies.
- Supports recruitment of and/or conducts orientations for the volunteer reviewers, CASN Accreditation Bureau members and the Advisory Committee on Accreditation Policy.

Program Development and Evaluation (5%)

- Supports the delivery, evaluation, and revisions/updating of the national and international accreditation programs.

Other Duties (5%)

- Provides support for relevant interest groups and accreditation-related CNEI courses.
- Provides support for major CASN activities, such as Council meetings, board meetings, conferences, special projects and initiatives.
- Performs other duties as assigned, including supporting cross-functional team members and taking direction from the Executive Director as appropriate.

Qualifications

Required qualifications

- Completed undergraduate degree in nursing.
- Registration in good standing as a registered nurse or nurse practitioner in a Canadian jurisdiction.
- Relevant experience with accreditation of educational institutions.
- Solid understanding of nursing education.
- Fluently bilingual in English and French (written, comprehension and oral/presentation).
- Experience with and demonstrated use of project management processes and tools.
- Understanding of Indigenization, equity, diversity, inclusion, accessibility and anti-racism principles and ability to implement them in work and activities.
- Excellent and accurate written and oral communication and presentation skills.
- Ability to collaborate effectively and maintain working relationships with faculty, nursing leaders and stakeholders at all levels.
- Ability to contribute effectively and collaboratively as part of a team.
- Ability to work independently/remotely with minimum supervision, with occasional in person attendance requirements.
- Excellent organizational skills, ability to take initiative, prioritize multiple responsibilities and meet deadlines.
- Ability to use good judgement, strategic/critical thinking and problem-solving skills.
- Attention to detail and excellent proof-reading/editing and minute-taking skills.
- Willingness to learn new skills/software/technology.
- Proficiency with Microsoft Office Suite (Word – intermediate to advanced level expertise, Excel – intermediate level expertise, PowerPoint – basic level expertise), Outlook for email and scheduling and Microsoft Office 365.

- Professional and positive attitude, excellent interpersonal skills, client-focused and responsive to customer requests (i.e. customer-service skills).
- Available to work a flexible schedule occasionally to accommodate meetings with schools in different time zones across Canada and internationally.
- Willingness to travel nationally and/or internationally occasionally as required.

Preferred qualifications

- Graduate degree in nursing, education or related field.
- Knowledge of and/or experience with baccalaureate nurse programs, practical nurse diploma programs, internationally educated nurse programs, nurse practitioner programs and simulation programs.
- Knowledge of the structure and function of Canadian nursing schools.
- Experience using and/or setting up Zoom and Microsoft Teams meetings.
- Experience using an online survey tool (such as Qualtrics).
- Working knowledge of or fluency in Spanish.

What we offer

- Generous leave entitlements, including December holiday closure.
- Benefits: dental, medical, vision care, paramedical, life insurance (some exceptions may apply) and professional and confidential Employee Assistance Program services.
- Participation in a defined contribution pension plan (some exceptions may apply).
- Remote work benefits; e.g. improved work-life balance, fewer expenses, improved efficiency, minimal commuting requirements, greater inclusivity

We offer an annual salary between \$70,000 and \$80,000, commensurate with experience and qualifications.

The Canadian Association of Schools of Nursing (CASN) is committed to employment equity, welcomes diversity in the workplace and encourages applications from all qualified applicants. Recruitment-related accommodations for persons with disabilities are available on request.

The closing date for applications is Tuesday, August 12, 2025 at 11:59 p.m. Eastern Daylight Time.

Please submit a cover letter and resumé to: HRRecruiting@casn.ca

Although all applications are appreciated, please note that only those candidates selected for an interview will be contacted.